



## APPLICATION FOR CITIZENSHIP FUNDING

The Mary Barrow New Hope Scholarship is a **resident-funded** and **resident-driven** program that awards scholarships for employees of Presbyterian Homes at Lake Forest Place who wish to become United States Citizens. Scholarships are available to employees through the generosity of donors to the Geneva Foundation of Presbyterian Homes.

### SCHOLARSHIP APPLICATIONS RELATED TO CITIZENSHIP CAN BE SUBMITTED AT ANY TIME.

**Please note that there are many requirements for U.S. Citizenship as determined by the United States government. It is assumed by the Committee that you meet these requirements before requesting funding. In short, you must:**

1. Lawfully enter the country and gain legal permanent status.
2. Be a legal residents for five years, and be physically in the United States at least 50% of the time for those five years.
3. Be at least 18 years old.
4. Be able to understand, speak, read, and write basic English.
5. Be able to demonstrate basic knowledge of U.S. history, politics, and government.
6. Show you are of good moral character and agree with the principles of the Constitution of the United States.
7. Show you generally support and understand the philosophical foundation of the United States, the Bill of Rights, and representative Democracy.
8. Pledge allegiance to the United States, renouncing other national allegiances.



If you are applying for funds to become a citizen of the United States, please make sure you complete this application in its entirety. An incomplete application will be returned, and will not be submitted to the Committee for review. Kindly **PRINT** or **TYPE** when completing application.



**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Employee ID #:** \_\_\_\_\_  
*(Find this on Kronos when clocking in.)*

**Email:** \_\_\_\_\_ **Off-campus Phone Number:** \_\_\_\_\_  
*(E-mail will be the primary form of immediate communication. Therefore, please provide an e-mail address that you access regularly.)*

**Department/Position at Lake Forest Place:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
*(Needed to mail award letter and/or any other scholarship related material)*

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**When Were You Hired to Be an Employee of Lake Forest Place?** \_\_\_\_\_  
*(Your 'Hire Date' can be found on your Employee Profile in Kronos.) (month, day, year)*

**Employment Classification:** \_\_\_\_\_ **Full-time** \_\_\_\_\_ **Part-time** \_\_\_\_\_ **Occasional** \_\_\_\_\_  
*(Choose your classification.)*

**What Are the Hours You Normally Work?** \_\_\_\_\_

**How Many Days a Week Do You Normally Work?** \_\_\_\_\_

**Are You a Legal Resident of the United States?** **Yes** **No**

**Have You Lived in this Country for at Least Five Years?** **Yes** **No**

**What is Your Legal Status?** \_\_\_\_\_

**Have You Already Contacted Homeland Security to Set-up Your Citizenship Interview?** **Yes** **No**

**When Do You Anticipate Taking the Citizenship Exam?** \_\_\_\_\_

**Are You Able to Understand, Speak, Read, and Write Basic English?** **Yes** **No**

*The Human Resources Department has information regarding English as a Second Language Classes that are held on campus throughout the year.*

# PERSONAL STATEMENT

**Must be included with application.** The Committee would like to know why you would like to become a citizen of the United States. Please use all the below space to describe your journey to become a U.S. Citizen, and what it will mean to you.

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**Employee's Signature**

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**Date**



# SCHOLARSHIP POLICIES AND PROCEDURES

1. Employees of Lake Forest Place who have been continuously employed for at least one year may apply for citizenship funding.
2. Length of employment may include immediate prior time at other campus locations as long as there is no gap between employment from one location to another. Employee must meet all requirements and procedures as outlined by the campus applied to, just as any other applicant.
3. All citizenship scholars should remain as full or regular part-time employees of Presbyterian Homes during the scholarship period.
4. Upon Committee approval, the applicant will be notified by letter. Scholarship checks (for the amount of the application fee) will be made payable to The Department of Homeland Security and not the employee.
5. We ask that you provide a copy of your citizenship papers within six months of your receipt of funds. If this is not possible, please contact the Geneva Foundation office for further conversation about your pursuit of citizenship and your expected time for completion of the process.
6. The applicant will be interviewed by two committee members. The application will be reviewed by the New Hope Scholarship Committee following the interview at the next scheduled meeting date.
7. A thank you letter directed to the scholarship committee acknowledging their generosity and informing them of your progress is always appreciated.

If needed, English as a Second Language Classes are available on each campus. Please see the Human Resource Department for schedule.

The above stated process is mandatory of every applicant seeking a New Hope Scholarship, and therefore, I, \_\_\_\_\_ ,  
*(Print Name Here)*

understand and accept the above stated policies and procedures for the New Hope Scholarship Program.

\_\_\_\_\_

**Employee's Signature** \_\_\_\_\_  
**Date**

To submit your completed application along with the required documents to the Geneva Foundation, please choose from one of the following ways:

⇒ Email:

1. Save the completed form onto your computer (Select **File** > **Save As...**)
2. Then email it to...**scholarship@presbyterianhomes.org**

⇒ In-house mail:

1. Print the form and all required documents
2. Place it in an envelope addressed to:  
**Anna Raymundo-Obdin**  
**The Geneva Foundation of Presbyterian Homes**
3. Leave it with the Security Desk at Balmoral Care Center

⇒ Fax:

1. Print the form and all required documents
2. Fax it to:  
**Anna Raymundo-Obdin**  
**(847) 979-3967**

⇒ U.S. Mail:

1. Print the form and all required documents
2. Mail it to:  
**Anna Raymundo-Obdin**  
**The Geneva Foundation of Presbyterian Homes**  
**8707 Skokie Blvd., Suite 400**  
**Skokie, IL 60077**



For questions regarding the New Hope Scholarship Program, please:

⇒ Call:

**Anna Raymundo-Obdin at (847) 979-3924**

**- OR -**

⇒ Email:

**scholarship@presbyterianhomes.org**